

PID No. 112398  
Approved Final Scope of Services Minutes Date:

## **GENERAL ENVIRONMENTAL SERVICES DISTRICT 07 & 08 Scope of Services**

The scope of work under the subject contract will include the following General Environmental Services.

As applicable to work produced under this contract, the Consultant shall adhere to the most current versions of:

- ODOT Office of Environmental Services Manuals and Guidance Documents
- All applicable FHWA Guidance, policies, and procedures,
- Other applicable guidelines along with all Federal, State, and Local Regulations and Laws.

The services provided will include:

- a. Preparation of Categorical Exclusion (CE )Documents, C1, C2, D1, D2, D3.
- b. Preparation of Environmental Assessment (EA).
- c. Preparation of Draft Environmental Impact Statement (DEIS).
- d. Preparation of Final Environmental Impact Statement (FEIS).
- e. Preparation of Supplemental Environmental Impact Statement (SEIS).
- f. Preparation of Reevaluation document for CE, EA, DEIS, FEIS or SEIS.
- g. Preparation of Draft Section 4(f) Evaluation.
- h. Preparation of Final Section 4(f) Evaluation.
- i. Conduct Air Quality Analysis.
- j. Conduct Noise Analysis & Abatement Design.
- k. Conduct GIS Activities, including application, design, implementation, and analysis of geographic information.
- l. Perform Graphics (color; two-and/or three-dimensional, including animation) for use in documents and/or as presentation materials.
- m. Review environmental documents prepared by others.
- n. Conduct overall environmental Project Management.
- o. Manual Development.
- p. Public Involvement Plan.
- q. Feasibility Study.
- r. Alternative Evaluation Report.

**OR,**

- a. Ecological Literature Search, including mapping.
- b. Ecological Survey Report (LV1, LV2, LV3).
- c. Endangered Species Survey with Report.
- d. Preparation of U.S. Army Corps of Engineers' Section 404 Permit Application, US Army Corps of Engineers Section 10 Applications, Ohio EPA's Section 401 Water Quality Certification Application, Ohio EPA's Isolated Wetland Permit Application, and U.S. Coast Guard's Section 9 Bridge Permit Applications.
- e. Performance of Ohio EPA's Rapid Assessment Method (ORAM) on Wetlands.

- f. Performance of Ohio EPA's Qualitative Habitat Evaluation Index (QHEI) & Headwater Habitat Evaluation Index (HHEI and HMFEL Headwater Macroinvertebrate Field Evaluation Index) on Streams.
- g. Collection of Data and Performance of Ohio EPA's Index of Biotic Integrity (IBI), Invertebrate Community Index (ICI) on Streams, Amphibian Index of Biotic Integrity (AmphIBI), Vegetative Index of Biotic Integrity (VIBI) on wetlands.
- h. Performance of Stream Monitoring (in accordance with OEPA's requirements).
- i. Stream & Wetland Mitigation Opportunities Report (SWMOIR).
- j. Stream & Wetland Mitigation Work:
  - 1. Conceptual Mitigation Design.
  - 2. Construction Plans for Mitigation.
  - 3. Construction Monitoring for Mitigation.
  - 4. Monitoring of the Constructed Mitigation Site.
  - 5. Invasive species control.
- k. Other Ecological Studies as Assigned.

**OR,**

- a. Regulated Materials Review Screening
- b. Regulated Materials Review Assessment
- c. Regulated Materials Review Investigation
- d. Geophysical Survey.
- e. Environmental Remediation Plan.
- f. Environmental Inspection During Construction.
- g. Bureau of Underground Storage Tank Regulations (BUSTR) Site Assessment as per OAC 1301: Chapter 7-9.
- h. BUSTR Closure Report as per OAC 1301: Chapter 7-9.
- i. Other Regulated Material Review studies as assigned.

**OR,**

- a. Cultural Resources Scoping Request Form.
- b. Phase I Archaeology and/or History/Architecture activities.
- c. Phase II Archaeology and/or History/Architecture activities.
- d. Mitigation activities for archaeology and/or history/architecture resources including, but not limited to: HABS/HAER documentation, commemorative plaque design, historic context preparation, Data Recovery Plans, data recovery field work, and report preparation.
- e. Preparation of Documentation for Consultation (Determination of Effects report).
- f. Any future report formats developed by ODOT for use on cultural resources investigations on ODOT projects.
- g. Other cultural resources studies as assigned.

The Contractor shall perform the services listed above at the direction of the District Environmental Coordinator/District Environmental Task Order Project Manager.

All work performed by the Consultant under this contract shall be performed on an "as needed" basis. The Consultant shall work as an adjunct to the ODOT District Environmental staff. All work will be scoped with the Consultant by the District Environmental Task Order Project Manager and/or their designee. All time frames for deliverables shall be clearly stated.

For the above Scope of Services, the following will apply:

- The consultant shall maintain a project cost accounting system that will segregate costs for individual task orders.

- The price proposal shall consist of a statement from the consultant that they have a clear understanding of the scope of services. The proposal shall also include the names and starting hourly rates of the personnel doing the work and beginning consultant overhead rate, plus the average ODOT overhead rate to calculate net fees.
- A proposal by cover letter from the subconsultant to the prime consultant showing hourly rates, beginning overhead rate, average ODOT overhead rate to calculate net fees; and, all services and unit prices shall also accompany the proposal.

All work shall be performed on an actual cost basis except for the analytical tests listed above.

The duration of the agreement will be Twenty-Four months from the authorization date of the agreement.

The total amount of this agreement shall not exceed \$900,000.00.

### **Task Order Price Proposal Submissions:**

One copy of the price proposal shall consist of a statement from the consultant that they have a clear understanding of the scope of services. The proposal shall also include the names and starting hourly rates of the personnel doing the work, average overhead rate (based on the length of the agreement), average cost of money rate, analytical rates, and testing rates (if applicable).

If subconsultants are used, the amount to be expended annually with each subconsultant shall be shown in a tabular format. A proposal by cover letter from the subconsultant to the prime consultant showing hourly rates, average overhead rate, average cost of money rate, analytical rates, and testing rates (if applicable).

Submit **electronically only** the spreadsheet(s) in Excel format and any other project specific information to [Tony.Bensman@dot.ohio.gov](mailto:Tony.Bensman@dot.ohio.gov) in District 7 or [Lee.Matthes@dot.ohio.gov](mailto:Lee.Matthes@dot.ohio.gov) in District 8. This includes the Prime Consultant's spreadsheet and all subconsultant spreadsheets. All spreadsheets will be in the same format.

**Consultant:**

**Contracting Officer:**

**Project Manager:**

Phone #:

E-mail Address:

**Price Proposal Due Date: (Unit Price for Analytical Test Methods, OH Rates, Cost of Money, and employee hourly rates)**

Submit as follows: Tony Bensman – One (1) copy, or  
Lee Matthes - One (1) copy

Submit **electronically** to [Tony.Bensman@dot.ohio.gov](mailto:Tony.Bensman@dot.ohio.gov) in District 7 or [Lee.Matthes@dot.ohio.gov](mailto:Lee.Matthes@dot.ohio.gov) in District 8.

**Project Locations:** The District will provide a scope of services for each individual project.

Funding for this project will be Type 2.

**\*\*\*NOTE\*\*\*** Make sure you comply with the most recent Travel Regulations with regards to mileage, meals, lodging, if applicable to this project.

**I. Type II Task Order Proposal Request, Review and Authorization Procedures for task orders greater than \$10,000**

A. The District will identify a task order, assign a task order number, and develop a detailed scope of services.

B. The District will prepare a request for a task order proposal in the format included herein and transmit it to the consultant. Review of the task order request and task order proposal preparation are allowable costs and shall be shown as a separate line item in the proposal.

C. Standard Proposal Format - Each Task Order Proposal shall include the following elements:

1. Letter of transmittal with reference to include:

- a. District ## Environmental Site Assessment Services Agreement
- b. PID No.
- c. Agreement No.
- d. Task Order No.

The project for which the task order is being performed shall NOT be in the letter of transmittal reference but shall be referenced in the body of the letter.

2. All other proposal requirements shall conform to Appendix C, Requirements for Price Proposals for Consulting Services, of the current Specifications for Consulting Services.

3. Appendix A of the consultant's proposal shall include the task order proposal request transmitted to the consultant by the District.

D. The District will review the consultant's proposal for:

1. Adherence to submittal requirements.
2. Compliance with the scope of services.
3. Mathematical accuracy.
4. Labor hours and rates.
5. Net fee percentage. The maximum compensation (including net fee).  
The net fee shall be calculated as 11% of actual cost labor + labor x1.5802. Subconsultant net fees shall be calculated in the same manner, but the prime consultant shall not earn net fees on subconsultant costs.

E. The District will resolve any issues with the consultant and obtain a revised proposal (if necessary).

F. The District will authorize the consultant to proceed with the task.

## II. Task Order Identification and Numbering

- A. The task order numbering system shall be a three-component series consisting of the District number, a letter specific to a project (PID) and assigned consecutively as task orders are requested, and a number identifying subsequent task orders for the same project. Subsequent task orders could be either continuing task or a modification due to changes in the scope of a previously authorized task order.
1. For example, the first task order issued in District 7 would be 7-a, and the first task order issued in District 8 would be 8-a.
    - a. Continuing task orders on that project would be numbered 7-a, 8-a, 7-b, 8-b, etc.
  2. A new task order number shall be assigned rather than increase the fee of an existing task order (7-a1, 8-a1, etc.).

## III. Invoice Requirements

- A. The consultant shall provide monthly invoices in the attached format. Each invoice shall include all task orders authorized and a summary of the total amount authorized, and total amount invoiced.

<b>ANALYTICAL TESTING</b>	<b>UNIT PRICE</b>
Total Petroleum Hydrocarbons (TPH) by 418.1	
Total Petroleum Hydrocarbons (TPH) by 8015B	
BTEX by 8021B	
Volatile Organic Compounds (VOC's) by 8260B	
Semi-Volatile Organic Compounds (SVOC's) by 8270C	
Polynuclear Aromatic Hydrocarbons by 8100 or 8270C	
Chlorinated Herbicides by 8151A	
Organochlorine Pesticides by 8081	
PCB's by 8082	
RCRA Metals	
Bulk Asbestos by 600M4-82-020	
Ignitability	
Reactivity	
Corrosivity	
TCLP Extraction	